**WORK PLAN OF THE METHODICAL COUNCIL OF THE DEPARTMENT OF GENERAL EDUCATIONAL DISCIPLINES FOR 2019-2020 ACADEMIC YEAR**

№ **Problems to deal with Responsible for the Performers**

**preparation**

**1 2 3 4**

А**ugust - September**

**Session** №1

1. Planning the activities of the methodical council of Dean of the dep-ment Такеnova Zh.S., the department for the new academic year, introducing Chairman of the Zhampeisova the list of activities methodical council Zh.М.

2. Approval of the plan of the methodical council of the Dean of the dep-ment Такеnova Zh.S., department for the new academic year Chairman of the Zhampeisova methodical council Zh.М.

3. Reconciliation of receipts to the library of Methodical council Teachers of the educational, methodological and scientific literature, of the department dep-ment responsible correction of KMO. Teaching staff for disciplines

4. Preliminary assignment of professors and teachers to Dean of the dep-ment Teachers of the disciplines Chairman of the dep-ment responsible methodical council for disciplines

5. Comprehensive verification of teaching materials for Chairman of the Teachers of the undergraduate, graduate, doctoral studies in readiness methodical council dep-ment responsible for the new academic year. for disciplines

6. Preparation of a summary certificate of the Methodical council Teachers of the educational methodical complex of disciplines for the of the dep-ment dep-ment responsible fall semester. for disciplines

7. Discussion and approval of the educational methodical Dean of the dep-ment Такеnova Zh.S., manuals, articles planned for publication in 1st Chairman of the Zhampeisova semester methodical council Zh.М.

8. Preparation of a plan for holding methodical seminars Dean of the dep-ment Teachers of the in sections, author seminars, lectures for 1st semester Chairman of the dep-ment responsible methodical council for disciplines

9. Approval of a schedule for video presentations of Dean of the dep-ment Такеnova Zh.S., staff’s open lessons Chairman of the Zhampeisova methodical council Zh.М.

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10. Review and provision of the advanced training plan for Dean of the dep-ment Такеnova Zh.S., the teaching staff of the Dep-ment of Educational Chairman of the Zhampeisova disciplines for the 2019-2020 academic year methodical council Zh.М.

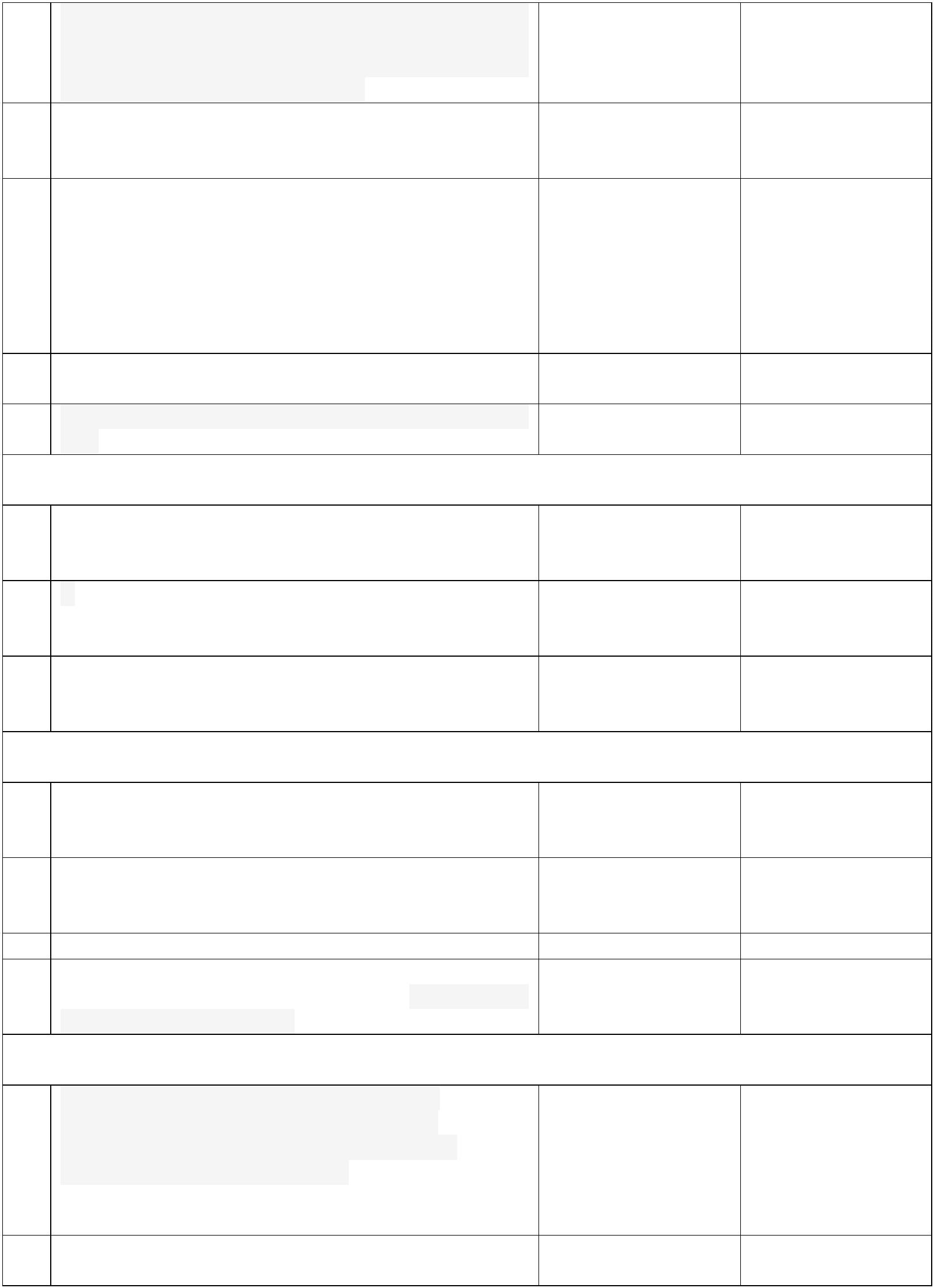
11. Approval of the list of disciplines and the form of Chairman of the Zhampeisova conducting the winter examination session methodical council Zh.М

О**ctober - November**

**Session** №2

1. Preparation of a plan for the publication of Dean of the dep-ment Teachers of the educational and methodological literature and Chairman of the dep-ment responsible electronic textbooks for the 2019-2020 academic year methodical council for disciplines

2. Problems and prospects of teaching foreign languages Маngazina Zh.R. Маngazina Zh.R at non-linguistic faculties

3. On compliance of the educational methodical complex Chairman of the Zhampeisova of the dep-ment of general educational disciplines with methodical council Zh.М. the regulation of the Kazakh Leading Academy

of Architecture and Civil Engineering

4. Consideration and updating of the base of examination Heads of sections Zhampeisova questions, the base of test items for the winter exam Zh.М. session

5. On the experience of using new educational Heads of sections Heads of technologies and methods of organizing the sections: social educational process: sections of social disciplines, the disciplines, the Kazakh language, the Russian language, the English Kazakh language, language the Russian language, the

English language

6. Report on the carrying out of methodical seminars Heads of sections Heads of sections

7. Professional and moral support of the new teaching Heads of sections Tutors staff

**December Session** №3

1. Analysis of the results of attending lessons of the Teachers of the Teachers of the teaching staff in the fall semester dep-ment responsible dep-ment responsible for disciplines for disciplines

2. Reports of the teaching staff on methodological work Teachers of the Teachers of the for the fall semester (full-time) dep-ment responsible dep-ment responsible for disciplines for disciplines

3. Summarizing the dep-ment’s methodological work for Dean of the dep-ment Такеnova Zh.S., the fall semester Chairman of the Zhampeisova methodical council Zh.М.

**January –February**

**Session** №4

1. Approval of the plan for holding methodical seminars Chairman of the Zhampeisova in sections, consideration and approval of the plan for methodical council Zh.М. conducting author seminars, lectures for 2nd semester

2. Report on the methodological work of the dep-ment. Dean of the dep-ment Zhampeisova Teaching staffs reports on the methodological work Chairman of the Zh.М. for 1st semester methodical council **1 2 3 4**

3. Approval of the list of disciplines, the base of Chairman of the Zhampeisova examination questions, the base of test tasks for the methodical council Zh.М. spring examination session

**March -**А**pril**

**Session** №5

1. On the experience of using new educational Heads of sections Heads of sections: educational process: sections of Mathematics, Mathematics, Physics, Information Technology Physics and Information

technology

2. On the provision of applications for educational Chairman of the Zhampeisova

literature for the 2020-2021 academic year. methodical council Zh.М.

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| ooxWord://word/media/image3.jpeg**May-June**  **Session** №6  1. Preparation of materials for certification of teaching  staff.  2. Annual report on the completed methodological work  of the teaching staff of the dep-ment of general  educational disciplines  3. A summary of teaching staff’s methodological work  for spring semester  4. Approval of the schedule for the development of  electronic publications for educational purposes  5. Consideration and discussion of the plan for the  publication of educational and methodological  literature for the 2020-2021 academic year.  6. Consideration and approval of the base of test tasks  for the entrance examination for 1 semester 2020- -2021 academic year |  | Methodical council  of the dep-ment,  teachers of the  dep-ment responsible  for disciplines  Chairman of the  methodical council  Dean of the dep-ment  Chairman of the  methodical council  Dean of the dep-ment  Chairman of the  methodical council  Dean of the dep-ment  Chairman of the  methodical council  Chairman of the  methodical council |  | Teachers of the  dep-ment responsible  for disciplines  Heads of sections  Такеnova Zh.S.,  Zhampeisova  Zh.М.  Такеnova Zh.S.,  Zhampeisova  Zh.М.  Heads of sections  Heads of sections |